



Underground Fuel Tank Removal & Decommissioning

The following items must be provided in order to properly apply for an underground fuel storage tank removal or decommissioning. Please contact the City of Issaquah Development Services Department to discuss what items should be included within your plan set. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

Ways to Apply

| Electronically Online | Paper |
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| Apply and upload your plans to www.MyBuildingPermit.com . Plans are reviewed, commented and approved online as PDF documents. You print your approved set upon permit issuance. See the Electronic Plan Requirements document for more info. Select the following options when applying: Fire – Any Project Type – Alteration – Storage Tanks | Request an appointment with a Permit Technician at 425-837-3100. Follow the application checklist for the number of copies of each document required. |

I. Application Checklist

Single Family Submittal Checklist

This checklist has been designed to provide a brief overview of the City's submittal requirements for all written documentation. For a comprehensive list of requirements, please see remainder of this guide.

| ✓ | Quantity | |
|-------------------|----------|---|
| | 1 | Permit Application (not required for electronic submittal) |
| | 2 | Site Plan (see Section II for requirements) |
| | 1 | TESC Plan (for tanks over 10,000 gallons) |
| | 1 | Environmental Checklist (for tanks over 10,000 gallons and more than 30 cubic yards of material displaced. Contact Development Services before applying to verify requirement) |
| Intake Fee | | |
| | | Plan check fee deposit required at time of submittal. Cash or check only. (other permit fees will apply – see Permit Technician for more information) |

II. Site Plan

1. Format

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 8½" x 11" or 18"x24" or 24"x36" or 30"x42"

2. Components

Include the following components on your site plan

- a. The tank and piping relative to the property lines
- b. Tank size in gallons
- c. Last known contents of the tank
- d. Building locations
- e. Address of the property
- f. Nearby trees that may be impacted by the removal process
- g. North Arrow

III. Other Information

1. When decommissioning a tank:

- a. Contents of the tank must be removed.
- b. Tank must be rinsed clean.
- c. Waste from cleaning must be disposed of properly.
- d. All piping must be capped.
- e. Only approved fill materials shall be used - an inert solid material such as cement slurry or foam
- f. Cap all openings to the tank, including piping.
- g. If, during the process of tank removal, a spill or contaminated soil is discovered, the applicant shall be responsible for removal and proper disposing of contaminated soils as well as obtaining an inspection from a certified testing lab verifying removal of contaminated soils. A report of findings shall be sent to the Development Services Department for review. Contact the Department of Ecology for guidelines for proper disposal of contaminated soil.
- h. Once these steps are complete, submit a certificate of completion from the contractor.

2. When removing a tank:

- a. Contents of the tank must be removed.
- b. Tank must be rinsed clean.
- c. Waste from cleaning must be disposed of properly.
- d. All piping must be capped.
- e. Remove the tank.
- f. Deliver the tank to an approved site and retain a receipt.
- g. Look and smell for the presence of fuel or waste in the soil.
- h. If contamination is suspected, secure the site and contact the Department of Ecology.
- i. Request an inspection from the City of Issaquah.
- j. Fill the hole with clean fill material.
- k. For your own records, photograph the process.